# Lobbyist Registration Guide

## Lobbyists

1. Go to the Lobbyist Information Page. Login if you have previously registered or go to a new page if you are registering for the first time.
2. Enter the lobbyist name.
    a. Select the name from the drop down list.
    b. Use the smart look up feature by entering the first letters of the employer name until the correct employer can be selected from the list.
    c. If the name is not on the list, enter the employer name and address.
3. Once all of the information has been entered, be sure to click the Submit button.
4. An email notification will automatically be sent to the employer, notifying them of the lobbyist registration. The email includes the employer's username and password along with a link to the system for them to print the authorization form for the lobbyist.
5. As per SDCL 2-12-4, this form must be completed and submitted within 10 days of the lobbyist registration.
6. A lobbyist may engage in lobbying efforts upon registering while waiting for the employer authorization. However, if the authorization is not received by the 10th day after registration, lobbying efforts for that employer will be suspended.
7. By entering all the lobbyist's employers under the same name, when the lobbyist logs into the Online Registration System, a list of any employers who have NOT submitted the authorization form is provided.
8. Lobbyists may register as both a public (state agency) and private lobbyist. Separate usernames and passwords must be set up for each type of lobbyist registration.

## Employers

1. An email notification will automatically be sent to the employer, notifying them of the lobbyist registration. The email includes the username and password and a link to the system for them to print the authorization form for the lobbyist.
2. Logging into the Online Registration System will take you directly to your employer page.
3. The page will list all of the lobbyist(s) registered to that employer, including a link to access the authorization page for the lobbyist.
4. As per SDCL 2-12-4, this form must be completed and submitted within 10 days of the lobbyist registration.
5. A lobbyist may engage in lobbying efforts upon registering while waiting for the employer authorization. However, if the authorization is not received by the 10th day after registration, lobbying efforts for that employer will be suspended.

## Expenses

1. According to SDCL 2-12-11, a separate expense report from the lobbyist **AND** employer must be submitted by July 1st of the legislative year.
2. Expense reports include all costs incurred in connection with promoting, opposing or influencing legislation in any manner during the Legislative Session. This starts at the point of registration and concludes at adjournment sine die of the legislative session.
3. A report must be submitted, even if no costs were incurred. If no costs were incurred, simply list none.
4. Do **NOT** include the lobbyist salary or the registration fee under expenses.
5. Whoever ultimately paid for the expense is the one that reports the expense. That is, if a lobbyist pays an expense and is then reimbursed by the employer, the employer is the one that lists the expense, not the lobbyist.
6. To enter expenses, scroll to the bottom of the screen to access the lobbyist or employer forms.
7. Make sure to select the correct lobbyist or employer, especially where multiple entities exist.
8. Expenses can be added, deleted or changed until you click submit. You do not have to wait until the end of session to add entries.
9. When submitting the expense report, **make sure to follow all the steps through to submit**. After clicking on submit, the expense report can be reviewed and printed for your records.

## Corrections or changes in information

1. Employers have the ability to update their address and contact information.
    a. Access the employer record, make changes and save.
2. Under lobbyist records, if a change needs to be made to the employer email address, do the following:
    a. Access the lobbyist record.
    b. Click "Resend Employer Email" tab.
    c. Select the correct employer and enter the corrected email.
    d. Click the resend button.
    e. This saves the corrected email address and sends the email notification to that address, along with their username and password to access the authorization form.

## Requesting a Replacement Badge

1. Access your account and select the "Reprint Lost Badge" tab.
2. The system will ask you to confirm the request and the $5.00 replacement fee.
3. After submission of the request, pick up the replacement badge from the lobbyist administrator.